

SENIOR CENTER COORDINATOR

PURPOSE: To coordinate the operation of a senior center.

FUNCTIONAL AREAS:

1. Organize and direct the daily operation of a senior center.
 - * A. Supervise and participate in the preparation, packaging, and serving of meals.
 - * B. Coordinate the planning and implementation of a variety of special events and recreational activities.
 - C. Collaborate with other service providers to ensure that a variety of activities and information are available to customers.
 - * D. Recruit volunteers to welcome and register new customers at the center, and participate in welcoming activities as necessary.
 - E. Motivate individuals and couples to become involved in center activities.
 - * F. Ensure that meal reservations are recorded in advance in order to estimate food consumption and to avoid waste.
 - * G. Maintain inventories and requisition necessary food, supplies, and equipment.
 - * H. Prepare dining area for meal service.
 - * I. Supervise the collection, counting, and deposit of monies.
 - J. Perform general cleaning and maintenance of the center.
 - * K. Enforce center policies and procedures and sanitary and safety regulations.
 - * L. Prepare necessary records and reports.
 - M. Attend training meetings to maintain awareness of changes, new programs, and other information.
2. Direct the work of assigned personnel.
 - A. Provide orientation and training to volunteers and others.
 - * B. Plan and assign work to volunteers and others.
 - C. Supervise and evaluate the work of volunteers and others.
 - D. Conduct monthly volunteer meetings to provide information and resolve problems.
 - * E. Prepare senior aide time sheets.
 - * F. Conduct senior aide performance evaluations.
3. Perform public relations activities.
 - * A. Perform outreach activities to encourage senior citizens to begin, increase, or continue participation in center activities.
 - B. Investigate and resolve the concerns, problems, and/or complaints of customers.
 - * C. Prepare and distribute a monthly calendar of center activities.

JOB REQUIREMENTS

Education & Experience Requirements:

- † A. One (1) year of experience working in a human services facility with responsibility for meal preparation operations.
- B. Experience coordinating senior citizen recreational programs and activities.

Knowledge Requirements:

- † A. Knowledge of the methods, procedures, and equipment used in quantity food preparation.
- † B. Knowledge of the basic principles of recreational programming.
- † C. Knowledge of sanitation rules and regulations.
- D. Knowledge of gerontology.
- E. Knowledge of CPR and first aid.

Ability Requirements:

- A. Ability to plan and organize senior center activities for customers with diverse interests and needs.
- † B. Ability to develop and maintain effective working relationships with other staff, volunteers, and customers.
- † C. Ability to communicate effectively both orally and in writing.
- † D. Ability to plan, assign, supervise and evaluate the work of others.
- E. Ability to maintain accurate records.
- † F. Ability to follow oral and written instructions.
- † G. Ability to frequently bend, stoop, and reach above shoulder level; and to occasionally squat, crawl, crouch, kneel, and balance.
- † H. Ability to frequently lift and carry equipment and supplies such as bags of groceries, food containers, and racks of dishes weighing up to 50 pounds; and to occasionally lift and carry with others equipment and supplies weighing up to 75 pounds.

* Essential functions of the job

† Job requirements necessary the first day of employment

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